

**SAMPLE MEDICAL SCREENING FORM
FOR USE IN THE SELECTION OF ADULT CORRECTIONS OFFICERS**

Employing Agency: _____

Name of Employing Agency Contact Person: _____

Address of Agency Contact Person: _____

City: _____

State: _____

Phone: _____

Candidate's Name: _____

Candidate's signature authorizing release of medical records and findings to the employing agency:

Signature: _____ Date: _____

Physicians' Name: _____

Address: _____

Telephone: _____

PHYSICIAN'S STATEMENT (to be completed following the examination):

I hereby certify that I have examined the above candidate's fitness for the Adult Corrections Officer position. The information in this form accurately represents my evaluation of any contraindications to this candidate's fitness for the position of Adult Corrections Officer. I have recorded the diagnostic procedures which I used in making this assessment at the end of this form. I understand that the presence of contraindications does not automatically disqualify this candidate, nor does their absence constitute a guarantee that the candidate can meet the physical requirements of the Adult Corrections Officer position.

Physician's Signature:

_____ Date: _____

PHYSICIAN GUIDELINES

This form is designed to assist you in assessing the physical fitness of prospective Adult Corrections Officers as it relates to their potential for successful job performance. It provides:

- I. A checklist for fitness to perform physically-demanding job tasks.
- II. A checklist for fitness to participate in the pre-placement physical conditioning program.

The purpose of this medical screen is to allow for case-by-case identification of candidates who have pre-existing physical/medical conditions which may contraindicate their participation in particular aspects of the training program or the job itself. This, in turn, enables the employing agency to make reasonable accommodation to the needs of such candidates (or exclude the candidate when reasonable accommodation is infeasible) and, hence, to keep all risk of physical harm and associated liability to a minimum.

No specific diagnostic procedures are prescribed for this medical screening examination. Rather, as the examining physician, it is your responsibility to identify and use professionally appropriate diagnostic procedures to evaluate the candidate's fitness to engage in each of the listed activities. You are then asked to record, for each activity, whether or not any probable contraindicating conditions were revealed by the examination. You also are asked to attach a list of all diagnostic tests which you performed as part of the examination.

Note that diagnosis of conditions contraindicating participation in particular activities will **NOT**, in itself, disqualify the candidate. The employing agency must, if feasible, make reasonable accommodation to enable the candidate's participation.

Based on analysis by an expert panel of exercise physiologists, and the physical fitness research literature, the following capacities have been identified as related to Adult Corrections Officer job performance:

CARDIOVASCULAR ENDURANCE/STAMINA:

- ability to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion
- distinguished by: total body involvement (vs. localized function), cardiovascular (vs. skeletal) functioning, and relatively long-term work (more than three minutes at a stretch).

MUSCULAR STRENGTH:

- ability to exert maximum muscular force for a brief period of time
- includes arm, back, abdominal, shoulder, and leg strength
- does not include resistance to fatigue

POWER/EXPLOSIVE ENERGY:

- ability to expend a maximum of energy in one or a series of thrusts
- important where short bursts of physical effort are required either to propel one's own body weight or external objects

MUSCLE ENDURANCE:

- ability to exert muscular force repeatedly or continuously over time
- emphasis on resistance of the muscles to fatigue
- involved in propelling, supporting, or moving the body repeatedly, or supporting it for prolonged periods

FLEXIBILITY:

- ability to extend trunk, arms, or legs through a range of motion
- involved in tasks that require suppleness, such as reaching and stretching

AGILITY/COORDINATION/BALANCE:

- ability to coordinate the simultaneous actions of different parts or limbs of the body when the body is in motion, and to maintain balance when external forces act against stability
- involved in most motions, but to a greater degree in complex and/or rapid movement sequences

CHECKLIST FOR FITNESS TO PERFORM PHYSICALLY-DEMANDING JOB TASKS

This checklist describes physically demanding tasks which are typically required of Adult Corrections Officers. Please review all of the tasks and then conduct an appropriate examination to detect the presence of any factors which may contraindicate or inhibit the candidate's performance of any of these tasks. Then, for each task, indicate on this form whether or not any contraindicating factors were revealed by the examination. Also, on the last page of this form, record or attach a complete list of the diagnostic procedures which you have performed as a part of the examination.

BENCHMARK MINIMUMS

During a 176 hour training program, trainees will be tested on the following four tasks which simulate tasks performed on the job.

1. Demonstrate ability to quickly drag a 165 pound bag or dummy by the handle or strap for a distance of 20 feet or more over a carpeted or flat mowed grass surface.

Benchmark minimum: In 30 seconds, drag the 165 pound bag or dummy at least 20 feet. (This corresponds to dragging the bag/dummy at a pace corresponding to a very slow walk.)

Any contraindicating factors? YES _____ NO _____
If "yes", please identify and explain:

2. Demonstrate ability to walk briskly 75 feet or more while carrying a 30 pound airpack or weighted backpack.

Benchmark minimum: Wearing a 30 pound airpack/backpack, walk a total distance of at least 75 feet (three 25-foot laps) within the 30 seconds. (This corresponds to a pace equivalent to at least a moderate walk.)

Any contraindicating factors? YES _____ NO _____
If "yes", please identify and explain:

3. Demonstrate ability to walk briskly or jog 150 feet through a course which includes climbing up and down a short flight of steps.

Benchmark minimum: Complete the full course (15 yards to steps, 10 steps up and down, 15 yards back to starting point) within 30 seconds.

Any contraindicating factors? YES _____ NO _____
If "yes", please identify and explain:

4. Demonstrate speed in sprinting a distance of 50 yards on a straight track.

Benchmark minimum: Complete the 50 yard sprint within 20 seconds (i.e., at a pace on the borderline between a fast jog and a slow run).

Any contraindicating factors? YES _____ NO _____
If "yes", please identify and explain:

ADDITIONAL PHYSICALLY DEMANDING JOB TASKS

A. Task: Walk or stand for long periods of time.

Average Frequency: Every shift.

Typical Minimum Standard: Be able to walk or stand for 7 hours of an 8 hour shift.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

B. Task: Pursue inmates on foot (running).

Average Frequency: Less than once or twice a year.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to pursue a running inmate by sprinting a distance of 30 to 50 yards.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

C. Task: Run to the scene of a disturbance or emergency.

Average Frequency: One to three times per month.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to walk briskly or jog a distance of 150 feet to the scene of an emergency, including climbing one short flight of stairs (e.g., 20 steps), within a total time of approximately 30 seconds.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

D. Task: Physically subdue or restrain a resisting inmate by yourself.

Average Frequency: About twice a year.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to apply appropriate techniques to physically restrain a resisting individual, by yourself, for at least 30 seconds.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

- E. Task: Physically subdue or restrain a resisting inmate with the help of one or more other corrections staff.

Average Frequency: About once a month.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to apply appropriate techniques to help another officer to:

- A. Move a resisting individual a distance of 20 feet or more (e.g., away from the scene of a disturbance), and
- B. Physically restrain a resisting individual for at least one minute.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

- F. Task: Physically separate two fighting inmates with the help of one or more other corrections officers.

Average Frequency: Three to eleven times a year.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, and then walking briskly or jogging 150 feet in response to a call for help, be able to help another officer separate two fighting inmates by approaching one of the inmates from behind, pulling the inmate away, and applying appropriate techniques to restrain the inmate for at least one minute.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

- G. Task: Defend yourself against an inmate armed with a weapon.

Average Frequency: Less than once a year.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to handle an attacking inmate by verbally de-escalating the situation if possible, and, when that is not possible, calling for assistance, retreating, or otherwise acting to minimize injury to self and others.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

- H. Task: Search areas for contraband that are not easily accessible (for example, under beds; in, behind, and around large equipment; vehicles, etc.).

Average Frequency: Two to three times a month.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to repeatedly:

- A. Assume position to look under a bed and visually search the area for contraband, and,
- B. Step up on a chair and maintain balance while reaching to search high areas.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

- I. Task: Carry heavy objects by yourself (for example, disabled or unconscious inmate or piece of equipment).

Average Frequency: Three to eleven times a year.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, be able to carry a wall mounted 50 pound airpack on your back and walk briskly 75 feet or more.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

- J. Task: Drag heavy objects (for example, disabled or unconscious inmate or piece of equipment).

Average Frequency: Three to eleven times a year.

Typical Minimum Standard: After walking/standing for 7 hours of an 8 hour shift, and walking briskly or jogging 75 feet, be able to apply appropriate technique to quickly drag a 165 pound inmate for a distance of 20 feet or more.

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

CHECKLIST FOR FITNESS TO PARTICIPATE IN THE PHYSICAL TASKS TRAINING PROGRAM

New adult corrections officers participate in a training program which includes a physical tasks component to improve their ability to perform the physically demanding job tasks. The physical training program consists of 17 one-hour exercise sessions spaced evenly over a three to four week training period.

This checklist describes the major exercises involved in the physical tasks training program. Please review them and then indicate on the form whether the candidate's participation in any of these exercises may be contraindicated based on the medical examination results. If additional diagnostic procedures are required for this part of the examination, please perform them and add them to your list as the last page.

1. Stretching Exercises

The following stretching exercises are included in each physical training session spending approximately one minute per exercise. Trainees are instructed not to over-stretch during these stretching exercises preceding the aerobic and weight training sessions. A more aggressive stretch and hold sequence may be accomplished following the aerobic and weight training sessions when the muscles are warm and the likelihood of over-stretching and injury is at a minimum.

1. Arms: Triceps
2. Arms: Biceps
3. Side Benders
4. Lower Leg: Gastroc
5. Upper Leg: Quadriceps
6. Flexors
7. Groin: Thigh Adductors
8. Hip Oblique
9. Hamstrings: Knee-to-Chest
10. Hamstrings: Leg Raise
11. Lower Back: Extensions/Gluteal
12. Neck Circles

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

2. **Strength Training Exercises**

The following exercises are included in the training to improve both upper and lower body strength. These exercises are designed for facilities that lack extensive strength training equipment and can be completed with a minimum of free weights. These exercises are targeted for those individuals experiencing difficulty passing the benchmark standards. The trainee begins with light to moderate weights where 10-15 repetitions can be completed without undue strain. Two sets of each exercise are attempted.

1. Arms: Standing Alternating Curl with dumbbells
2. Arms: Standing One-Arm Extension with dumbbells
3. Arms: Standing Curl with barbell
4. Chest: Standard Push-Up or Modified Push-Up
5. Chest: Bench Press with dumbbells
6. Arms: Standing Press with dumbbells
7. Arms: Seated Press with dumbbells
8. Legs: Squat
9. Legs: Lunge
10. Abs: Crunch
11. Abs: Bent Knee Sit-Ups

Any contraindicating factors?

YES _____ NO _____

If "yes", please identify and explain:

3. **Aerobic Exercises**

The cardiovascular portion of the exercise session is generally conducted in a walking, walk/jog, jogging, or running modality. The majority of training facilities have access to a track or field where the cardiovascular portion of the exercise session can be administered.

Where facilities exist with additional indoor modalities such as stationary ergometers, cross country ski simulators, rowing machines, elliptical trainers, etc., additional cardiovascular workouts can be prescribed based on individual needs.

In some cases, a walking and stationary ergo meter program may be more beneficial than a walking only program. Additionally, a non-weight bearing activity can be prescribed based on past history of injuries/surgeries or as an adjunct activity in combination with a weight bearing activity. Even in the case of trainees who may be excellent runners, a cross training approach may improve overall fitness to a greater degree than running only.

The instructors attempt to guide trainees to individually monitor the intensity and duration of their cardiovascular exercise programs. Following initial assessment, trainees are categorized into several small exercising groups utilizing a walking format for the less fit trainees and progressing through to more demanding running groups.

Following a 3-5 minute progressive warm-up each trainee is advised to exercise at a training heart rate between 60-80% of intensity, depending on initial level of fitness. Heart rate is monitored 2-3 times during the cardiovascular segment maintaining target heart rate range.

Eventually, heart rate monitoring is reduced in frequency once a trainee adjusts to the appropriate training intensity based on judgment, experience and knowledge of the rating of perceived exertion scale. In general, a rating of perceived exertion of 13-15 (somewhat hard to hard) is suggested for the majority of trainees to maintain a training intensity of 60-80% of maximum.

The duration of exercise is dependent on the initial fitness level and history of exercise training prior to entrance to the training. Generally, the group of trainees who have low cardiovascular fitness are advised to attempt to complete 30-45 minutes of cardiovascular activity utilizing a combination of weight bearing activities to avoid lower extremity injuries.

DIAGNOSTIC PROCEDURES PERFORMED

Please record in the space below, or attach a complete list of the diagnostic procedures you have performed as a part of this medical screening examination.

COMMENTS

If you have any remaining comments to make concerning this candidate's physical/medical fitness for the adult corrections officer position, please note them here (attach extra pages as necessary).